

# AIRCREW PRE-BRIEFING WORKSHEET

This worksheet is to help speed the briefing process and make sure you have all the needed information to perform your task efficiently. You will find the answers to the blanks on this worksheet on the Information Board posted in the Pilot ready area. You will be asked to show the briefer this form with the blanks filled in. You will be able to keep this form.

- Make sure your aircraft has gas and the aircrew is ready to go before turning in the Flight plan. You can get gas from \_\_\_\_\_ on Freq. \_\_\_\_\_ or call \_\_\_\_\_ from the phone located \_\_\_\_\_
- Fill out a form CAWG ICS 204a and turn into Air Operations. Make sure you fill in ALL the areas that can be filled in (aircrew, etc.)
- Once you turn in your CAWG ICS 204a, DO NOT leave the area, wait in the pilot ready area for your assignment.
- BASE CALLSIGN \_\_\_\_\_ FREQ. \_\_\_\_\_
- Highbird CALLSIGN \_\_\_\_\_ FREQ. \_\_\_\_\_
- TARGET \_\_\_\_\_
- BASE PHONE NUMBER \_\_\_\_\_ AF# \_\_\_\_\_
- TARGET FOUND, If you feel you have found the target just give the minutes and tenths of your lat. and long. We know what grid you are in, so DO NOT give the degrees.
- COMMUNICATION CHECKS will be as follows: Check info board. Which of the following are applicable?
  - Engine start (if no contact, DON'T takeoff)
  - Wheels up within 10 min. OR RTB!
  - Entering Grid
  - Every \_\_\_\_\_ hour or when Highbird does roll call. If you cannot make contact with the base or Highbird after \_\_\_\_\_ hrs. RTB or phone base.
  - Exiting Grid, Give ETA (NOT ETE)
  - Engine stop
- Review the following with your aircrew:
  - Who will handle communications \_\_\_\_\_
  - Traffic alerts
  - Who will do what if an in-flight emergency occurs
    - Who will handle radio \_\_\_\_\_
    - Who will handle emergency checklist \_\_\_\_\_
    - Securing loose gear \_\_\_\_\_
- Fill out a Risk Management Matrix CAWG form 305
- Do you have a current sectional and a grided sectional? Yes \_\_\_\_\_ No \_\_\_\_\_
- Is everyone in the proper uniform? Yes \_\_\_\_\_ No \_\_\_\_\_

Complete the following after you receive your assignment

- Make sure you have located all potential hazards that you may encounter on your sortie
- CAP FLIGHT NUMBER; CAPF \_\_\_\_\_
- Your Grid(s) assignment is \_\_\_\_\_
- What will your alternate airport be \_\_\_\_\_

You are now ready to be briefed by Air Operations. Please have your Pilot Certificates and ES cards ready to show the briefer. If you are a trainee make sure you have a 101T card.